

OFFICE OF THE COMPTROLLER AND AUDITOR GENERAL OF INDIA,  
NEW DELHI.

No. 1357 –Staff (App)-I/05-2020/Vol. I  
Dated: 22/11/2021

To

1. All the Heads of Department in IA&AD  
(except Commercial Audit offices)
2. Director (P).

Subject: Filling up the posts of AAO on deputation basis in the office of Controller General of Accounts (CGA) – regarding.

Sir / Madam,

I am directed to intimate that the office of Controller General of Accounts (CGA), New Delhi has requested for sponsoring the names of suitable officers for the post of Assistant Accounts Officer (AAO) in Pay Matrix Level 08 (Pay level 09 after completion of 04 years on regular basis) in CCAS under CGA at various stations on deputation basis. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of application.

02. *The eligibility condition is as under:-*

S. No.	Name of the post	Level in pay matrix	Eligibility/experience
1.	Asstt. Accounts Officer	Level 08 (Pay level 09 after completion of 04 years on regular basis)	i. AAO, AAO (RT) and AAO (Adhoc). ii. SAS exam passed candidates awaiting their promotion.

03. In this regard, it is requested to kindly recommend the names of eligible officers who are willing and can be spared immediately in the event of their selection for the post of Asstt. Accounts Officer on deputation basis. The recommendations accompanied with the following documents / certificates may kindly be sent to the **Asstt. Comptroller and Auditor General (N)-I latest by 03/12/2021.**

- i. Bio-data (2 copies) in the enclosed prescribed proforma;
- ii. Photocopies of complete and up to date ACR/APARs for the last 5 years duly attested on each page and
- iii. Integrity Certificate / Vigilance Clearance Certificate and statement of major/minor penalty during last 10 years.

04. The candidate once selected for the post will not be allowed to withdraw their candidature subsequently.

05. While forwarding the recommendations the Sanctioned Strength, Person-in-Position and vacancies in AAO cadre may specifically be indicated in the forwarding letter.

Encls:-As above.

Yours faithfully,



22.11.2021

(R. K. Tiwari)

Sr. Administrative Officer (App)-I

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(Annexure II)

Proforma for application for deputation for the post of Assistant Accounts Officer.

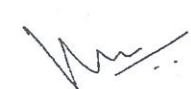
1. Name of the applicant:
2. Date of Birth:
3. Whether SC/ ST:
4. Educational Qualification:
5. Other Qualifications, if any:
6. Year of Passing AAO/ SAS Exam:
7. Details of present post held on regular basis:
  - (a) Designation
  - (b) Pay Band/ Level as per 7<sup>th</sup> CPC:
  - (c) Date of appointment to the post:
  - (d) Present Pay:
8. Details of employment/ experience:

Sl No.	Post Held	Ministry/ Department	Period	Scale of Pay	Nature of Duties

9. Name of Present Office:
10. Present Office Address:
11. Options for station posting:
12. Any Other Information:

(Name & Signature of the Applicant)

**Note:** The decision to accept or reject any application shall rest solely with this office and the applicant shall have no claim whatsoever.



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(Annexure-III)

CERTIFICATE TO BE FURNISHED BY THE EMPLOYER/ HEAD OF THE  
OFFICE/ NOMINATING AUTHORITY

1. Certified that the particulars furnished by Shri/ Smt/ Ms ..... are correct and he/ she possess the educational qualifications and experience mentioned in Annexure II.
2. It is also certified that no Vigilance/ Disciplinary case either pending or being contemplated against him/ her.
3. His/ Her Integrity is certified.
4. No major/ minor penalty has been imposed on Shri/ Smt/ Ms .....during the last 10 years.
5. The attested photocopies of APARs for the last five years in respect of Shri/ Smt/ Ms ..... Is enclosed herewith.

(Signature)

Name & Designation of Competent Authority

Place:

Date:

